

HOW TO FILE A MOTION TO RE-OPEN A PREVIOUSLY PAID SUBURBAN COMMUNITY CITATION

The person desiring to re-open a previously paid citation must do the following things:

1. Obtain a copy, incident reprint, of the paid citation, which can be picked up at the Suburban Court location.
2. Prepare the Motion on the attached sheet of paper with the following:
 - a. your full name and date of birth
 - b. your address and local phone number
 - c. your driver license number
 - d. the citation number
 - e. a short paragraph with the reasons why the citation should be re-opened
 - f. the date you are signing the motion
 - g. your signature
 - h. your printed name
3. Obtain a court date at least three weeks from the day you sign the Motion. Obtain the court date from a court clerk at the Suburban Court location. All hearings will be scheduled at 8:30 a.m. on the day when the community in which the citation was issued is scheduled to appear at the Suburban Court. The clerk will give you a document called "REPORT TO COURT."
4. Make two copies of the completed Motion, two copies of the citation and two copies of the Report to Court. One copy is for you and the other copy must be served upon the City Attorney for the community in which the citation was issued.
5. To serve the City Attorney, deliver a copy of **all** the documents to the City Attorney's office. The person at the City Attorney's office who accepts the documents should sign or print his or her name on the Affidavit of Personal Service.
6. Bring the **original** Motion, a copy of the citation, and the **original** Affidavit of Personal Service back to the Suburban Court location court filing counter and file these by giving them to the clerk. **NOTE:** your case **will not** be placed on the court's calendar until you **file** the documents.
7. Note: if you are re-opening your case because someone else used your name, bring that person to court with you.

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT

Plaintiff

COURT FILE NUMBER: _____

**MOTION TO RE-OPEN A
PREVIOUSLY PAID CITATION**

1. My name is: _____

2. My date of birth is: _____

3. My address and local telephone number are:

4. My driver license number is: _____

5. The citation number is: _____

6. The citation should be re-opened because:

Date: _____

Signature

Printed name

STATE OF MINNESOTA

DISTRICT COURT

COUNTY OF HENNEPIN

FOURTH JUDICIAL DISTRICT

CITATION NUMBER: _____

ADMISSION OF SERVICE

I _____ acknowledge that I received a copy of the
(print name of person accepting service)

motion, citation and court date on the _____ day of _____, 20____, on behalf of the
Office of the City Prosecutor.

(Signature of the person accepting service)

.....

AFFIDAVIT OF PERSONAL SERVICE

I _____, being first duly sworn, deposes and says
(Print the name of the person doing the service)

that on the _____ day of _____, 20____ the following documents:

Copy of the Citation, Copy of the Motion and a Copy of the Court Date, was served upon:

(Name of the person that received the documents)

therein named, personally at _____ (City Attorney's
Office address) in the County of Hennepin, State of Minnesota by handing to and leaving true and
correct copies thereof with:

(Name of person who accepted the documents):

(Signature of person doing the service)

Subscribed and sworn to before me this

_____ day of _____, 20____

Name and Seal Required